






## **ARLENE RAMOS DALISAY**


**Receptionist / Sales / Cashier / Nursing Assistant / Admin Assistant**

- Career Objective: To be able to learn and improve my present skill set and in search for a career growth.

 Rm 06 building 101 St 5  
Discovery Garden Dubai UAE

 +971552925942

 [lhynalava@gmail.com](mailto:lhynalava@gmail.com)

  
Birth Date: October 17, 1984  
Visa Status: Employment  
Languages: English, Tagalog,  
Bicolano



### **BACHELOR OF SCIENCE IN NURSING**

**MABINI COLLEGE OF DAET**

*Daet Camarines Norte, Philippines*

#### **SKILLS:**

- NAV POS system knowledgeable
- Answering and Forwarding phone calls.
- Booking and logging skills.
- Customer relationship skills.
- Microsoft office (Word, Excel Outlook)
- The ability to establish rapport and develop relationships with all key stakeholders: suppliers, customers & colleagues.
- Ability to multitask and fixing documents.
- Communication skills.
- CCTV operations.

#### **Indyk Factory**

**Polski, Poland**

June 20, 2022 to December 31, 2024 - Machine Operator & Labeling

- Operating Machine & tools at production site
- Monitoring & troubleshooting machinery
- Adhering to healthy & safety procedures at all time
- Packing products or components for shipment or further processing
- Sorting & Inspection of products for quality assurance purposes
- Removing defective products & rejected items
- Products inventory

#### **Ghassan Aboud Group ( Grandiose Hypermarket )**

**Dubai Investments Park, United Arab Emirates**

February 2 2021- May 30, 2023 - **Cashier**

- Scanning of Items and receiving of payments from the customers.
- Create Reports and daily tally of sales.
- Adhere to company policy by providing the utmost customer care.
- Report any abnormalities on the payment systems.
- Coordinate customer complaints and feedbacks to the Duty Manager.
- Follows the health and safety protocols in the vicinity.
- Provides information on new promotions and informing the customer.
- Cleans and tidy the working stations.
- Performs daily and monthly inventory of products.

## **Al Maya Group of Companies ( BORDERS )**

### **Dubai United Arab Emirates**

July 2019 – January 2021

#### **Sales and Cashier**

- Creates report using Business process management (BPM) and sending it to the Head Office
- Receives and checks the incoming goods. Performs inventory checking
- Assists the customers and performs sale of products if necessary
- Daily reporting to the manager for any complaints and customer queries.
- Coordinates to the Head office regarding inventory stocks received.
- Assisting the manager on sales tally and merchandising.
- Daily records the sales thru excel sheet and word formats and reports to the head office.

## **Euphoria Pet Spa**

### **Abu Dhabi, United Arab Emirates**

September 2018 – June 2019

#### **Receptionist**

- Booking of customers and conduct sales as needed.
- Supports the grooming staff.
- Always make sure that cleanliness and proper hygiene has been followed
- Makes daily reports and submits it to the manager.
- Answers call of inquiries and provides them with information on the products and services.

## **SECURI GUARD**

### **Abu Dhabi, United Arab Emirates**

February 2014 – February 2016

#### **School Receptionist / Security**

- Patrolling of industrial and commercial premises to prevent any intrusion in all areas.
- Monitoring and authorize entrance and departure of employee, visitors and other person to guard against theft and maintain security of premise
- Write report of daily activities and irregularities, such as property damage theft, presence of unauthorized person, or unusual occurrences.
- Call the police or fire department in case of emergency, such as a fire or any presence of unauthorized person.
- Circulate among visitors, patrons, and employees to preserve and protect the property.
- Logging of visitors entering and exiting the premises.
- Assist queries of new students and logging the details into the school data forms.

**Monde Nissin Corporation**

**Laguna, Philippines**

January 2011 – January 2014

**Production Operator / Factory Worker**

- Assigned to weigh, measure, mix and dissolves the ingredients needed for the biscuit (Sky flakes product).
- Adding the spices and preservatives according to the specified amount and standards provided in the instruction manuals.
- Monitors the product quality and quantity and reports abnormalities to the production supervisor.
- Attends trainings that helps us improve our skills.
- Cleans the equipment's used and dries it up for the next shift.
- Makes sure that the NG's (non-good) quality products have been removed and sorted out.
- Adheres to safety procedures to ensure zero downtime and maximizing production outputs.

*I hereby certify that all information I have given is true and correct.*

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**Arlene Ramos Dalisay**